



# **VA TMS Domain Manager and Learning Manager Administrator Course**

## **Session 5: Create and Configure Scheduled Offerings**

Virtual Instructor-Led Training  
Participant Guide

March 2014

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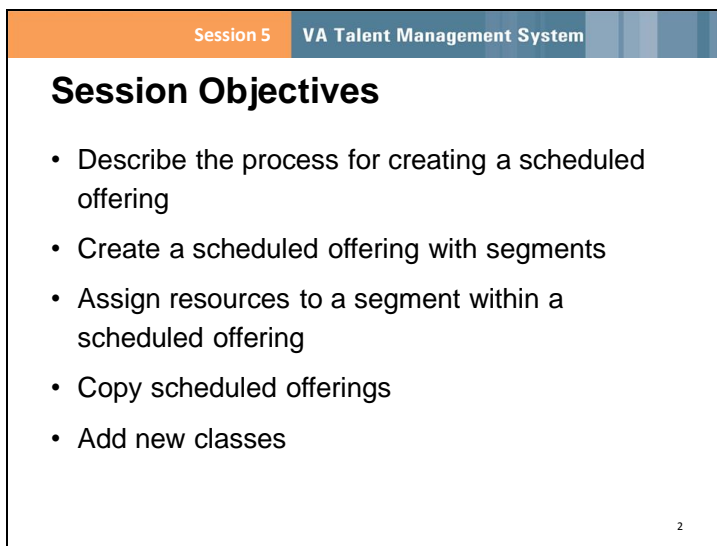
## 1.0 Training Content

### 1.1 Session 5 Overview



Notes:

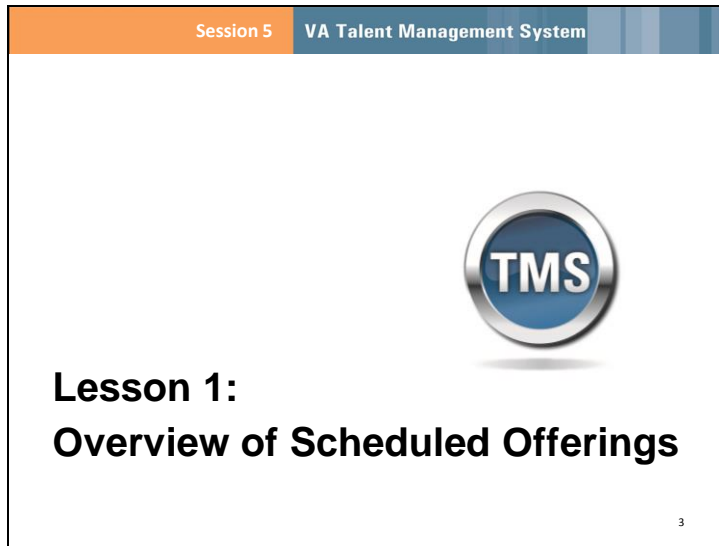
Slide 1: Session 5: Create and Configure Scheduled Offerings



Notes:

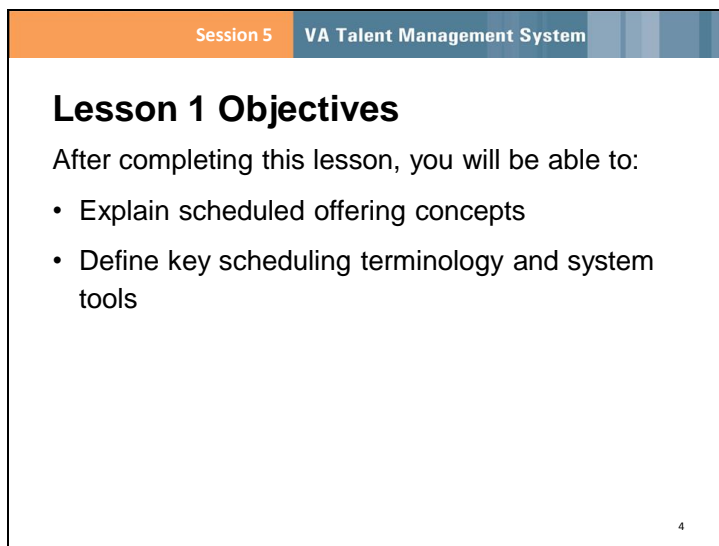
Slide 2: Session Objectives

## 1.2 Lesson 1: Overview of Scheduled Offerings



Notes:

Slide 3: Lesson 1: Overview of Scheduled Offerings



Notes:

Slide 4: Lesson 1 Objectives

Session 5

VA Talent Management System

## Scheduling Management

Scheduling management is the process of creating scheduled offerings within the VA TMS for instructor-led/blended items or schedule blocks.

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Notes:

Slide 5: Scheduling Management

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VA Talent Management System

## Scheduled Offering

Scheduled offerings are scheduled items used to manage resources, user registration, and course duration. A scheduled offering:

- Places an instance of the item on the calendar
- Allows resources to be associated to it
- Allows users to be registered into it

After creating instructor-led/blended items, the next step is to schedule them for a specific date, time, and location in order to track user registration.

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Notes:

Slide 6: Scheduled Offering


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## Knowledge Check

A \_\_\_\_ is defined as a unit of time within a scheduled offering.

- a) training event
- b) date range
- c) segment
- d) period (e.g., day, week, or month)



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Notes:

Slide 7: Knowledge Check

### 1.3 Lesson 2: Create a Scheduled Offering

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**Lesson 2:  
Create a Scheduled Offering**

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Notes:

Slide 8: Lesson 2: Create a Scheduled Offering

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**Lesson 2 Objectives**

After completing this lesson, you will be able to:

- Demonstrate the processes for scheduling items
- Navigate scheduled offering record tabs

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Notes:

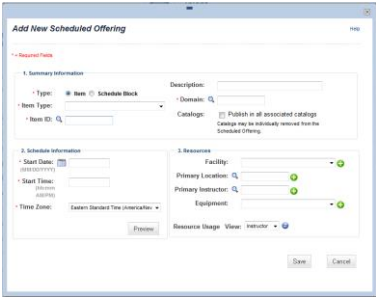
Slide 9: Lesson 2 Objectives

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## Ways to Add a New Scheduled Offering

1. Add Scheduled Offering QuickLink
2. Learning > Scheduled Offering > Add New
3. Add Scheduled Offering in the "Awesome Bar"
4. From the Item Record, choose "Schedule" under ACTIONS




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Notes

Slide 10: Ways to Add a New Scheduled Offering

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## Demonstration: Scheduling an Item

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Notes:

Slide 11: Demonstration: Scheduling an Item





### Demonstration: Scheduling an Item

From this tool, you may set the default schedule information and select the default instructor, location, and equipment resources for all segments of the scheduled offering. The schedule preview and a resource usage view show possible resource conflicts.

Log in to the VA TMS to select one of the four (4) ways of adding a new scheduled offering.

1. Add New Scheduled Offering.
2. Verify that **Admin** tab is selected.
3. Access the **Add New Scheduled Offering** wizard in one of the four ways described in the previous section.
4. Select the **Item type** radio button.
5. Select the **Item ID magnifying glass** icon to search for the item to schedule.
6. Enter a description for this scheduled offering.
7. Specify a domain for the new record.
8. Check the **Publish in all associated catalogs** checkbox.

**NOTE:** If you select the **Publish in all associated catalogs** checkbox, then (when you save the new scheduled offering) the system automatically adds this new scheduled offering to every catalog that the item already belongs to. This makes it visible and possibly available for users to self-register.

9. Select a start date, start time, and time zone.

**NOTE:** The scheduled start date and time and the scheduled end date and time will appear below the schedule information.

10. Optional: Select **Preview** to view the basic information for the offering.
11. Select a facility from the **Facility** drop-down menu.
12. If applicable, select the other resources associated with the scheduled offering: location, instructor, and equipment.

**NOTE:** Alerts are displayed if there are any resource conflicts. Depending on the item configuration, an alert may also display if the selected instructor is not authorized to teach the item.

13. Select **Save**.

14. If there are any warnings, the **Warning Details** screen displays. Select **Yes** to continue.
15. The **Schedule Offering** record displays allowing you to make further configurations.
16. For use in future labs, record the system-generated schedule offering ID (numeric value located in the upper right corner of the **Core** area).



The Job Aid: Create Scheduled Offering is available in the VA TMS.



Notes:

Slide 12: System Login



Notes:

Slide 13: Activity #1: Add New Scheduled Offering



### Activity #1: Add New Scheduled Offering

**Scenario:** You are going to schedule your IT Policies course. Make the start date in the near future, publish to all associated catalogs, make appropriate time zone decisions, and add resources of your choice.

1. Verify that **Admin** tab is selected.
2. Access the **Add New Scheduled Offering** wizard in one of the four ways described in the previous section.
3. Select the **Item type** radio button.
4. Select the **Item ID magnifying glass** icon to search for the item to schedule.
5. Enter a description for this scheduled offering.
6. Specify a domain for the new record.
7. Check the **Publish in all associated catalogs** checkbox.

**NOTE:** If you select the **Publish in all associated catalogs** checkbox, then (when you save the new scheduled offering) the system automatically adds this new scheduled offering to every catalog that the item already belongs to. This makes it visible and possibly available for users to self-register.

8. Select a start date, start time, and time zone.

**NOTE:** The scheduled start date and time and the scheduled end date and time will appear below the schedule information.

9. Optional: Select **Preview** to view the basic information for the offering.
10. Select a facility from the **Facility** drop-down menu.
11. If applicable, select the other resources associated with the scheduled offering: location, instructor, and equipment.

**NOTE:** Alerts are displayed if there are any resource conflicts. Depending on the item configuration, an alert may also display if the selected instructor is not authorized to teach the item.

12. Select **Save**.
13. If there are any warnings, the **Warning Details** screen displays. Select **Yes** to continue.
14. The **Schedule Offering** record displays allowing you to make further configurations.

15. For use in future labs, record the system-generated schedule offering ID (numeric value located in the upper right corner of the **Core** area).



The Job Aid: Create Scheduled Offering is available in the VA TMS.

Notes:

## Slide 14: Scheduled Offering Record Main Areas

Notes:

## Slide 15: Demonstration: Using Core, Actions, and Related Areas



## Demonstration: Using Core, Actions, and Related Areas

Log in to the VA TMS to show the three main areas:

### 1. Core Area: Summary

You can use the **Core** area of the selected scheduled offering record to update the basic attributes of the record (summary information). These attributes could include, for example, the offering description, domain, facility, registration settings, and any other fields deemed required by the global system administrators or added based on your Personalize field preferences.

Select the **View All** link to see additional settings for the scheduled offering, including title, description, summary, extended summary, physical schedule, and registration.

### 2. Related Area

The **Related** area contains additional information regarding the scheduled offering, including registration information, associated catalogs, and segment details.

### 3. Actions Area

For a scheduled offering, admins can select the **View Roster** link in the **Actions** area of Scheduled Offering record. This quickly generates the Roster/Sign-In Sheet report that shows all of the users who are enrolled for that scheduled offering.

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## Scheduled Offering Requirements

Each scheduled offering includes:

- One or more segments
- At least one catalog in order to make it available to users

**Note:** The item must already exist in the catalog.

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Notes:

Slide 16: Scheduled Offering Requirements

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VA Talent Management System

## Create a Scheduled Offering: Time

When scheduling an item, you must specify:

- Start date
- Start time
- Time zone for delivery

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Notes:

Slide 17: Create a Scheduled Offering: Time



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## Create a Scheduled Offering: Resources

When scheduling an item, you **must** specify resources, such as:

- Primary Instructor
- Primary Location
- Equipment

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Notes:

Slide 18: Create a Scheduled Offering: Resources

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## Demonstration: Time and Resources

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Notes:

Slide 19: Demonstration: Time and Resources



## Demonstration: Time and Resources

### Show the following areas:

#### Time:

When scheduling an item, you *must* specify a start date, start time, and time zone for delivery. You may also decide to enable the **Use Time Zone of this Offering** option. If you want the start and end times of each segment to be displayed in the selected time zone, select **View All** from the **Core** area to open the **Additional Settings** page. Scroll down to the **Physical Schedule** section and select **Yes** from the **Use Time Zone of this Offering** drop-down menu. This is useful as users are attending the offering from different time zones.

If this option is set to **No**, then all times will be recalculated and displayed to the admin and users in their preferred time zones, which can be set in preferences. The **Always Display Scheduled Offerings in this Time Zone** checkbox, located under **Preferences** of both the user and admin records, will override the selection within the **Use Time Zone of this Offering** drop-down menu within the scheduled offering record. This means that an admin or user will see all scheduled offerings in his or her own time zone regardless of the setting for a particular scheduled offering.

After you have entered all required information, select **Preview** to view the basic scheduling information for the offering.

#### Resources:

The primary purpose of the **Resources** area is to allow you to identify any of the listed resources (Facility, Primary Location, Primary Instructor, Equipment) required for the scheduled offering.

If the facility, location, or equipment that you wish to attach to the scheduled offering does not already exist in the system, then you can add it directly from the wizard interface. This is done by selecting the **Add** icon next to the respective resource field. The ability to add from the wizard is controlled by workflows.

After you enter all required information and associate the scheduled offering with at least one resource, select the **resource** from the **Resource Usage View** drop-down menu. The system shows all of the other scheduled offerings that also use the resource selected. If nothing is displayed, then the resource you selected is not being used by any other scheduled offering.

Notes:


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## Knowledge Check

A new scheduled offering can be added from four locations. Identify the options below that accurately describe how to do this.

- a) Type "Add Scheduled Offering" into the job field and select Apply Action.
- b) From an item record, select the Add New button on the Delivery Data tab.
- c) Navigate to Learning > Scheduled Offering tab and select the Add New link.
- a) Navigate to Admin > Home > Add New Scheduled Offering.



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Slide 20: Knowledge Check


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## Knowledge Check

Check the Show In This Time Zone checkbox when you want to display the scheduled offering in:

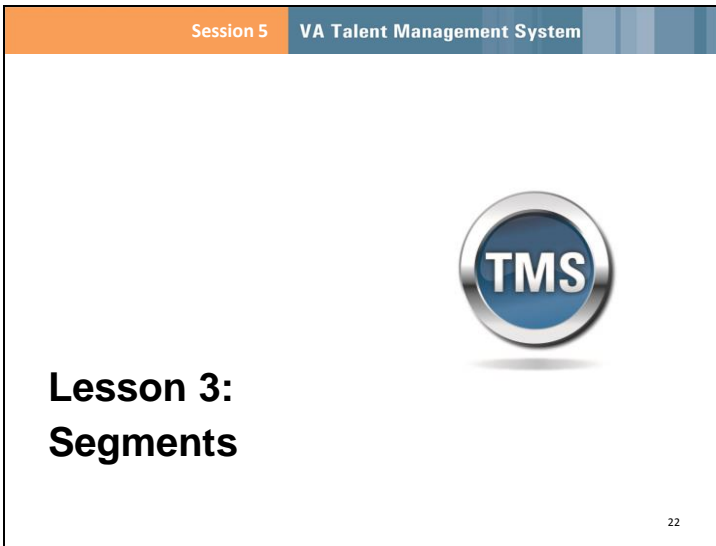
- a) any time zone
- b) only two time zones
- c) the time zone of the scheduled offering
- d) all time zones



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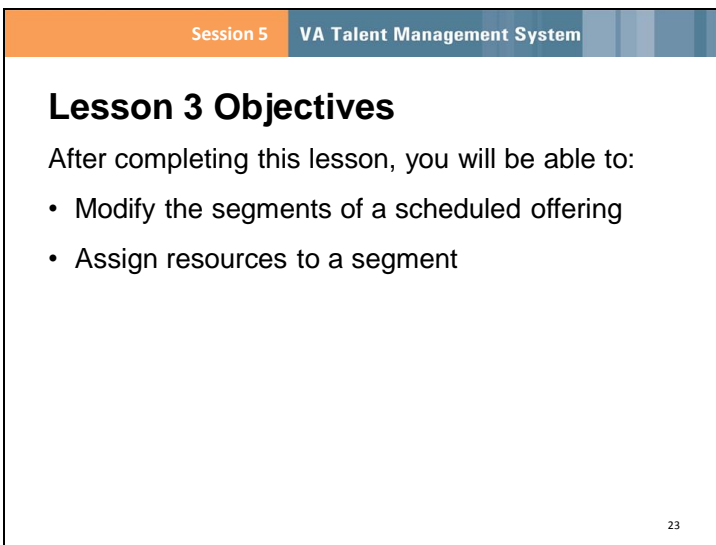
Slide 21: Knowledge Check

## 1.4 Lesson 3: Segments



Notes:

Slide 22: Lesson 3: Segments



Notes:

Slide 23: Lesson 3 Objectives

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## Segments

- A segment is a block of time within a scheduled offering primarily used for resource allocation
- If a user is registered in a scheduled offering, he/she is registered in all segments
- Segments contain any applicable resources, such as locations, equipment, and instructors

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Notes:

Slide 24: Segments

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## Two Views in the Segment Section

The screenshot displays two views of the Segment section in the VA Talent Management System. The top view is the 'List view', which shows a table of segments with columns for Date, Description, Primary Location, Primary Instructor, and Actions. The bottom view is the 'Calendar view', which shows a calendar grid with segments represented as colored blocks. Red arrows point to the 'List view' and 'Calendar view' labels.

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Notes:

Slide 25: Two Views in the Segment Section

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VA Talent Management System

## List View

- Lists all segments and assigned resources in text format
- The only view in which segments can be copied
- The only view in which an admin can record attendance

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Notes:

Slide 26: List View

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VA Talent Management System

## Calendar View

- Shows segments in graphical calendar format
- Segment times and dates can be altered by dragging and resizing segment boxes
- View can be altered to reflect day, week, or monthly view

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Slide 27: Calendar View

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## Resources Assigned to Segments

- A segment can have multiple resources of the same type, such as two instructors
- Once a resource is assigned to a segment, it is booked
- If another admin attempts to schedule the resource during the same timeframe, the VA TMS will alert him/her that there is a conflict

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Notes:

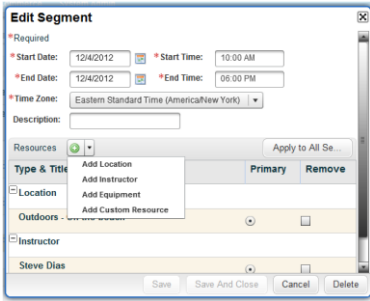
Slide 28: Resources Assigned to Segments

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## Adding Resources to a Segment

You can set up scheduled offering resources in the VA TMS. Resources include:

- Instructors
- Equipment
- Materials
- Facilities
- Locations



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Notes:

Slide 29: Adding Resources to a Segment

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VA Talent Management System

## Record Attendance

- To record a user's attendance for a segment, click the Attendance link in the Actions column
- The Attendance link is only available in List view
- If the scheduled offering has multiple segments, click Copy to Same Day Segments to copy the attendance record

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Notes:

Slide 30: Record Attendance

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VA Talent Management System



## Demonstration: Segments

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Notes:

Slide 31: Demonstration: Segments





## Demonstration: Segments

**Log in to the VA TMS to discuss/show the following areas:**

### Assigning instructors:

Once the instructor is identified, he or she can be assigned to the segment(s) within a scheduled offering.

Select **Add Resources** and select **Add Instructor** from the drop-down menu. The VA TMS returns all instructors in the search results. The search results include a column that displays the resource availability, which can help when determining the segment resource allocation:

- Not Available
- Available for entire scheduled offering
- Available for current segment
- Blank (when segment information is not available)

**NOTE:** The search for authorized instructors is an option per item—so it's not necessary to clear out the item information from the filter if you want to search for an instructor who is not specifically authorized to teach this item. To perform search and select search filters, select the **Search** tab, enter your search criteria, and select **Search**.

### Assigning locations:

When you identify the training location, you can assign it to the segment(s) within a scheduled offering.

To assign locations to segments, select **Add Resources** and select **Add Location** from the drop-down menu. The VA TMS returns all locations in the search results.

### Assigning equipment:

Equipment is any reusable resource that is used in the delivery of scheduled offerings. These include overhead projectors, television monitors, classroom laptops, etc. Equipment can be associated with locations and facilities. You may schedule equipment that does not come with the location that has been scheduled. To schedule these additional resources, select the **Add Resources** button for the segment in which you want to schedule them.

### Resource conflicts:

If you select a resource that is already scheduled for the same time in which you are trying to schedule it, a warning message displays. You can view the conflict and make a decision to continue and schedule that resource or search for and select another.

### Apply to all segments:

In the Associated Resources area, you can add all of the resources that will be needed to deliver the segment. You can also select **Apply to All Segments** to copy the resources that you have applied to the segment that you're modifying to all other segments of the scheduled offering.

**Additional segments:**

Once a scheduled offering is created, you have the ability to add or remove segments from that scheduled offering. The default segment structure is established through the **Segments** tab of the item record. You can add a new segment to the scheduled offering by either selecting the **Add New Segments** button or by selecting the **Copy Segments** icon. The **Copy Segments** icon is only available in list view.

Session 5 VA Talent Management System

## Activity #2: Segments

System Practice



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Notes:

Slide 32: Activity #2: Segments



## Activity #2: Segments

### Assigning resources to segments:

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in the Create a Scheduled Offering activity.
3. Select **Search**.
4. Select the **scheduled offering ID** link to access the scheduled offering in edit mode.
5. Select the **Segments** tab from the **Related** area.
6. In calendar view, double-select the segment you want to assign resources to.

**NOTE:** In list view, select the segment link.

7. For the selected segment, select a primary instructor.
8. Select **Add Resources**.
9. Select **Add Instructor**.
10. Select the corresponding checkbox to select the instructor to add for the segment.
11. Select **Add**.
12. Identify the primary instructor and select the corresponding radio button in the **Primary** column.
13. Select **Save**.

**NOTE:** When adding an instructor, the VA TMS returns only instructors who are authorized to teach this item.

14. Select a primary location.
15. Select **Save and Close**.

**NOTE:** If there are multiple segments and one or more of the segments do not have a primary instructor and/or location designated, the system displays a warning pop-up box. Select **OK** to continue.



The Job Aid: Create Scheduled Offering is available in the VA TMS.

### Adding a second instructor to a segment:

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in the Create a Scheduled Offering activity and select Search.
3. Select the **scheduled offering ID** link to access the scheduled offering in edit mode.
4. Select the **Segments** tab from the **Related** area.
5. In calendar view, double-select the segment you want to add a second instructor.
6. Select **Add Resources** and select **Add Instructor** from the drop-down menu.
7. Select the corresponding checkbox to select the second instructor to add for the segment.
8. Select **Add**.
9. Identify the primary instructor and select the corresponding radio button in the **Primary** column.
10. Select **Save**.
11. View all the instructors scheduled to teach during the segment. Note the primary instructor.
12. Select **Cancel** to return to the calendar or list view.

**NOTE:** If you did not select **Save**, in step 12, select **Save and Close** to save your changes and return to the segment calendar or list view.



The Job Aid: Create Scheduled Offering is available in the VA TMS.

### Adding segments to a scheduled offering:

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in the Create a Scheduled Offering activity.
3. Select **Search**.
4. Select the **scheduled offering ID** link to access the scheduled offering in edit mode.
5. Select the **Segments** tab from the **Related** area.
6. Select the **Add New Segments** button.

7. Enter the segment information:

- Start date and time
- End date and time
- Segment description (optional but recommended)

**Copy daily segments:**

1. Navigate to the segment you just created.
2. Select the **List View** icon.
3. Next to the segment just created, select the **Copy Segments** icon.
4. Enter the number of times to copy the segment.

**NOTE:** The system is actually copying all segments scheduled on the same date of the segment you selected, not just the segment you selected. This will create each duplicate segment(s) on a different day. You can modify the new segment dates, times, and time zones once they are created.

5. Select **Copy**.
6. View the new segment(s).

**NOTE:** The resources assigned to the original segment are carried over to the new segment(s).

7. Modify the description for each new segment.
8. Select **Save and Close**.
9. Change the end time of one of the new segments.
10. Select **Save and Close**.



The Job Aid: Create Scheduled Offering is available in the VA TMS.

Session 5

VA Talent Management System

## How Users Register

- Self-Register
- Supervisor registers
- Admin registers

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Notes:

Slide 33: How Users Register

Session 5

VA Talent Management System

## Registration Statuses

- Enrolled
  - The user has a seat in the scheduled offering
- Waitlisted
  - The user is waiting for a seat to open
- Cancelled
  - The user does not have a seat
- Pending
  - System assigned for users “pending” approval in a VA TMS defined approval process

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Notes:

Slide 34: Registration Statuses



Notes:

Slide 35: Demonstration: Registration





### **Demonstration: Registration**

#### **Register users for the scheduled offering you created:**

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for the scheduled offering created (Use “Exact” and the Scheduled Offering ID you created, or just use Recents or Bookmarks).
3. Select the **Registration** section of the **Related** area.
4. Select the **Add Users** button and choose **Add Users**.
5. Enter search criteria to search for users; User ID contains “Test.”
6. Select **Search**.
7. Select the **Add** checkbox next to the user you want to register.
8. Select **Add**.
9. Confirm that the user has been added by verifying the user’s name has been added in the **Enrolled** section.

Session 5 VA Talent Management System

## Activity #3: Registration

System Practice



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Notes:

Slide 36: Activity #3: Registration



### Activity #3: Registration

**Register users for the scheduled offering you created:**

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for the scheduled offering created (Use “Exact” and the Scheduled Offering ID you created, or just use Recents or Bookmarks).
3. Select the **Registration** section of the **Related** area.
4. Select the **Add Users** button and choose **Add Users**.
5. Enter search criteria to search for users; User ID contains “Test.”
6. Select **Search**.
7. Select the **Add** checkbox next to the user you want to register.
8. Select **Add**.
9. Confirm that the user has been added by verifying the user’s name has been added in the **Enrolled** section.

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## Slots

- Slots allow you to reserve seats in a scheduled offering without having to register specific users
- As slots are reserved, the number of open seats decreases by that number

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Notes:

Slide 37: Slots

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## Demonstration: Slots

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Slide 37: Demonstration: Slots



### **Demonstration: Slots**

1. Log in to the VA TMS to show slots.
2. Select the **Add to Registration Menu** button and select **Add Slots** from the drop-down menu.
3. Once slots are reserved, the number of open seats decreases by that number. For example, if there are 15 seats available in the class and the admin reserves three slots, 12 seats remain available for other users.

Session 5 VA Talent Management System

## Activity #4: Slots

System Practice



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Notes:

Slide 39: Activity #4: Slots



### Activity #4: Slots

#### Reserving slots for a scheduled offering:

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in the Create a Scheduled Offering activity.
3. Select **Search**.
4. Select the **scheduled offering ID** link to access the record in edit mode.
5. Select the **Registration** tab from the **Related** area.
6. Select **Add to Registration** menu.
7. Select **Add Slots** from the drop-down menu.
8. Select an organization for which to reserve the slots.
9. Enter the number of slots to be reserved for the organization.
10. Enter the reservations date (defaults to current date).
11. Enter the reservation time (defaults to current time).
12. Select **Save**.



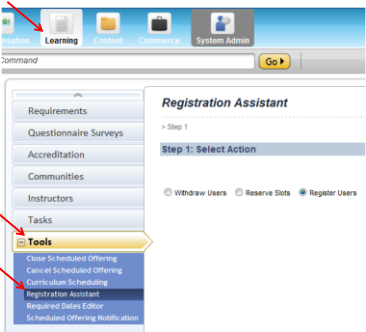
The Job Aid: Registration Management is available in the VA TMS.

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## Registration Assistant

The Registration Assistant is a tool that helps streamline the process of registering users from the admin side of the VA TMS.



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Notes:

Slide 40: Registration Assistant

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## Demonstration: Registration Assistant

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Notes:

Slide 41: Demonstration: Registration Assistant





### **Demonstration: Registration Assistant**

Navigate to **Learning > Tools > Registration Assistant** to access the tool.

This tool can be useful for administrators who have the responsibility of registering users for offerings but don't have any setup or maintenance responsibilities of the offering itself.



The Job Aid: Registration Assistant Tool is available in the VA TMS.

Notes:


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VA Talent Management System

## Knowledge Check

Identify the option that correctly completes the following sentence. Creating a scheduled offering \_\_\_\_\_.

- a) places an instance of an item on the calendar
- b) prevents resources from being associated with an item
- c) prevents users from self-registering into an item
- d) can only be done when there is a need



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Slide 42: Knowledge Check


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## Knowledge Check

A scheduling block prevents conflicts in:

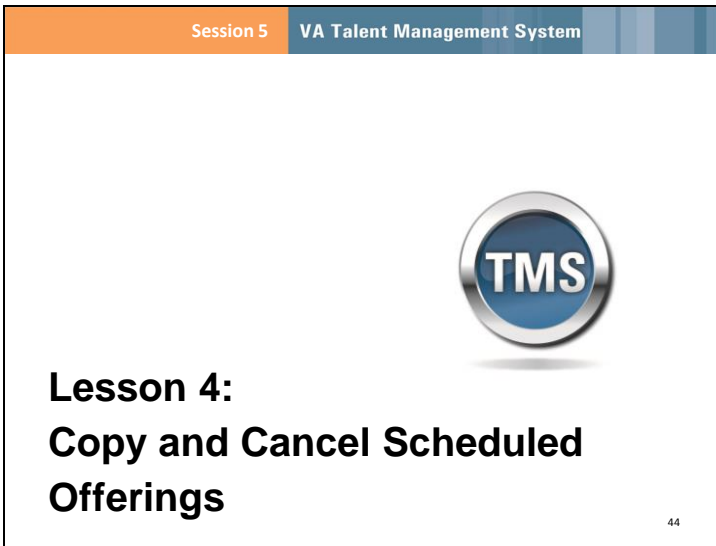
- a) user registration
- b) resource allocation
- c) item IDs
- d) segments



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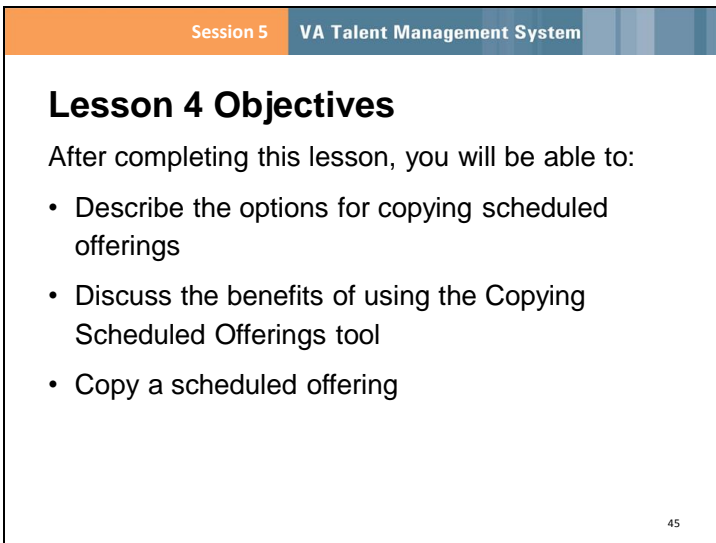
Slide 43: Knowledge Check

## 1.5 Lesson 4: Copy and Cancel Scheduled Offerings



Notes:

Slide 44: Lesson 4: Copy and Cancel Scheduled Offerings



Notes:

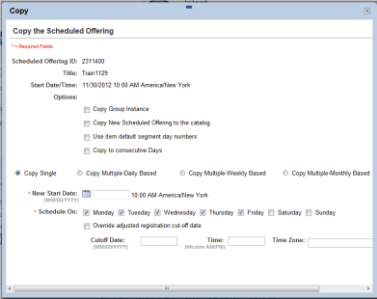
Slide 45: Lesson 4 Objectives

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## Copy Scheduled Offering

- Allows you to create duplicates
- Copies resources and registration parameters
- Can be scheduled to occur once or in recurrence



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Notes:

Slide 46: Copy Scheduled Offering

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## Options for Copying

Your fields for copying will differ depending on which option you select.

You can choose different options for copying:

- Single
- Multiple-daily based
- Multiple-weekly based
- Multiple-monthly based

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Slide 47: Options for Copying

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**Demonstration:  
Copying and Canceling  
Scheduled Offering**

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Notes:

Slide 48: Demonstration: Copying and Canceling  
Scheduled Offerings




### **Demonstration: Copying and Canceling Scheduled Offering**

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in previous activity.
3. Select the **Copy** link in the **Actions** area of the record.
4. Select the **Copy Multiple–Monthly Based** radio button.
5. Enter a new start date in the **New Start Date** textbox.
6. Enter “**1**” in the **Schedule every \_\_\_\_ month(s)** field.
7. Select the **End after \_\_\_\_ schedules** radio button.
8. Enter “**3**” in this field.
9. Check the **Include Registration Cut-off Date** checkbox.
10. Select **Next**.
11. On the **Confirmation** screen, check the **Send Notification** checkbox.
12. Select **Copy**. Note the new scheduled offering IDs and start dates.
13. Cancel one of the scheduled offerings you just copied.
14. Enter search criteria to search for and locate one of the scheduled offerings just copied.
15. Select **Cancel** from the **Actions** area of the Scheduled Offering record.
16. Select **Next** twice.
17. Choose the appropriate Post Cancellation Action Settings.
18. Select **Next** again.
19. On the **Confirmation** screen, select **Finish**.

Session 5 VA Talent Management System

**Activity #5: Copy and Cancel Scheduled Offering**

System Practice



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Notes:

Slide 49: Activity #5: Copy and Cancel Scheduled Offering



### Activity #5: Copy and Cancel Scheduled Offering

1. Navigate to **Learning > Scheduled Offerings**.
2. Enter search criteria to search for and locate the scheduled offering created in previous activity.
3. Select the **Copy** link in the **Actions** area of the record.
4. Select the **Copy Multiple–Monthly Based** radio button.
5. Enter a new start date in the **New Start Date** textbox.
6. Enter “1” in the **Schedule every \_\_\_\_ month(s)** field.
7. Select the **End after \_\_\_\_ schedules** radio button.
8. Enter “3” in this field.
9. Check the **Include Registration Cut-off Date** checkbox.
10. Select **Next**.
11. On the Confirmation screen, check the **Send Notification** checkbox.
12. Select **Copy**. Note the new scheduled offering IDs and start dates.
13. Cancel one of the scheduled offerings you just copied.
14. Enter search criteria to search for and locate one of the scheduled offerings just copied.
15. Select **Cancel** from the **Actions** area of the Scheduled Offering record.
16. Select **Next** twice.
17. Choose the appropriate Post Cancellation Action Settings.
18. Select **Next** again.
19. On the **Confirmation** screen, select **Finish**.




Session 5

VA Talent Management System

## Knowledge Check

The VA TMS feature that saves time and effort as well as ensures accuracy in scheduling an offering is:

- a) assigning resources
- b) copying resources
- c) copying scheduled offerings
- d) creating a class



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Notes:

Slide 50: Knowledge Check


Session 5

VA Talent Management System

## Knowledge Check

Any attempt to schedule the same resource, during the same timeframe, generates a/an:

- a) e-mail notification to the instructor
- b) systems error message to the admin
- c) conflict message to the admin
- d) warning message to the instructor

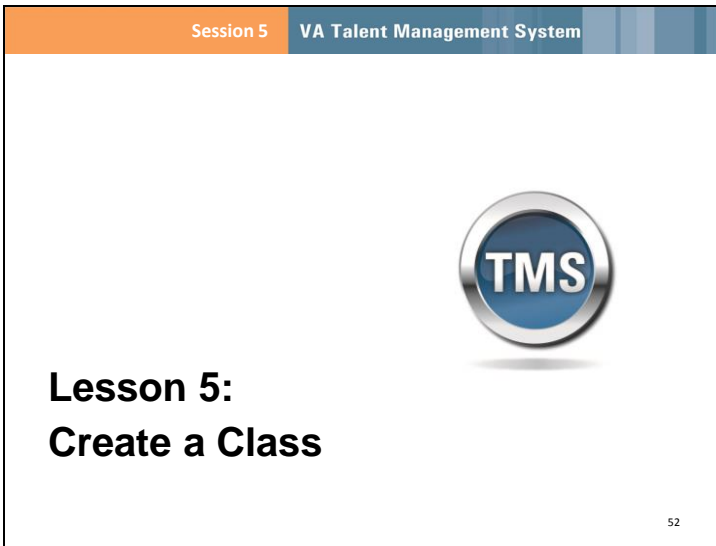


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Notes:

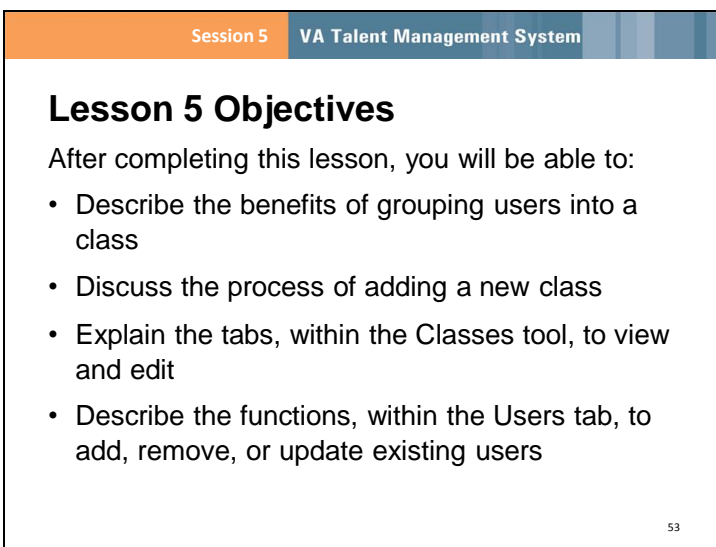
Slide 51: Knowledge Check

## 1.6 Lesson 5: Create a Class



Notes:

Slide 52: Lesson 5: Create a Class



Notes:

Slide 53: Lesson 5 Objectives

Session 5

VA Talent Management System

## Classes Defined

Classes are generally used as a grouping tool for users who go through a common set of scheduled offerings.

Creating a class makes it easier to:

- Generate group reports
- Schedule groups

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Notes:

Slide 54: Classes Defined

Session 5

VA Talent Management System



## Demonstration: Group Instance

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Notes:

Slide 55: Demonstration: Group Instance



### **Demonstration: Group Instance**

You can use group instances to create groups of similar scheduled offerings (for example, those that are taught at the same location, to a certain audience, or for a specific purpose) so that you can easily locate or report on them.


#### **Steps for creating a group instance:**

1. Go to **Learning > Group Instances > Add New** or enter **Add Group Instance** into command search bar.
2. Choose a curriculum, if applicable.
3. Select a **Projected Start** and **End Date**, if applicable.
4. Select **Add**.
5. Use the **Offerings** tab from the main record to select the individual scheduled offerings to add to the group instance.

Session 5 VA Talent Management System

## Activity #6: Group Instance

System Practice



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Notes:

Slide 56: Activity #6: Group Instance



### **Activity #6: Group Instance**

Select one or more of the activities you would like to complete as added practice:


- Create a scheduled offering and assign instructors, location, and facility
- Add a class to a scheduled offering

Session 5 VA Talent Management System

## Knowledge Check

To successfully add a new class you must:

- a) remove the previous class
- b) input a Class ID
- c) complete the Custom Fields tab
- d) select the Auto Register checkbox



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Notes:


Slide 57: Knowledge Check

Session 5 VA Talent Management System

## Knowledge Check

The VA TMS feature that allows for group reporting and group scheduling is:

- a) assigning resources
- b) copying resources
- c) copying scheduled offerings
- d) creating a class



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Notes:

Slide 58: Knowledge Check

Session 5	VA Talent Management System
<h2>Session 5 Summary</h2> <ul style="list-style-type: none"><li>• Describe the process for creating a scheduled offering</li><li>• Create a scheduled offering with segments</li><li>• Assign resources to a segment within a scheduled offering</li><li>• Copy scheduled offerings</li><li>• Add new classes</li></ul> <p>59</p>	

Notes:

Slide 59: Session 5 Summary

Session 5	VA Talent Management System
<h2>Session 6 Preview</h2> <ul style="list-style-type: none"><li>• Title: Learning Evaluation</li><li>• Lessons:<ol style="list-style-type: none"><li>1. The Evaluation Process</li><li>2. Item Evaluation</li><li>3. Learning Evaluation</li><li>4. Follow-Up Evaluation</li><li>5. User Survey Completion</li><li>6. Evaluation Reports</li></ol></li></ul> <p>60</p>	

Notes:

Slide 60: Session 6 Preview





Notes:

Slide 61: Questions?